

BABY STEPS: ATTACHMENT C

Special Provisions for Fiscal Year 2007

Invoice Procedures

The following documents must be completed and submitted with each invoice:

- ☐ An updated Detailed Work Plan form for each quality improvement (QI) goal.
- ☐ Training Report.
- ☐ Copies of receipts for purchases related to the center's QI goals, to total 20 percent of the grant.
- ☐ Documentation of wages paid to caregivers for the hours spent attending Infant/Toddler Endorsement classes.
- ☐ An attendance record for the target time period listed in the chart below.
- ☐ Invoices can be submitted only for classrooms listed on the annual application.

Invoice Due Dates

Region (CCR&Rs included)	First Invoice	Second Invoice	Third Invoice
Northern (Northern & Bridgerland)	September 20, 2006 Based on Aug. 21 - 31, 2006 attendance	December 15, 2006 Based on November attendance	March 15, 2007 Based on March attendance
Metro	October 15, 2006 Based on Aug. 21 - 31, 2006 attendance	January 15, 2007 Based on November attendance.	April 15, 2007 Based on March attendance
Southern (Mountainland, Eastern, Western)	November 15, 2006 Based on Aug. 21 - 31, 2006 attendance	February 15, 2007 Based on November attendance	May 15, 2007 Based on March attendance

Maintenance of Documents

The following documents must be maintained on site for review by staff of the Office of Child Care at any time:

- ☐ Infant/toddler room sign-in sheets and children's birth date records.
- ☐ A description of how the center is utilizing the funds.
- ☐ Original receipts for equipment/material purchases

Observations

Staff from the Office of Child Care and/or Infant/Toddler Specialists may conduct observations using the Infant/Toddler Environment Rating Scales – Revised Edition during the contract year. Infant/Toddlers Specialists will also visit centers quarterly to provide technical assistance to center staff.

Training

Each center director and at least one infant/toddler caregiver per group of children is required to complete the Infant/Toddler Endorsement within the first year of employment at the center or assignment to the infant/toddler room. If a staff person who is required to have the Endorsement leaves the center, their replacement must begin attending the first available Endorsement class.